

Retention and Classification Report

Agency: Midvale (Utah) (645)

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Midvale, UT 84047
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Records Officer Rori Andreason

14134	Cemetery plots ownership certificates
10680	Minutes
10682	Ordinances
14132	Planning Commission minutes
14133	Scrapbooks

AGENCY: Midvale (Utah)

SERIES: 14134

3

TITLE: Cemetery plots ownership certificates

DATES: 1943-

ARRANGEMENT: Numerical by certificate number

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Midvale (Utah)

SERIES: 14134

TITLE: Cemetery plots ownership certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Midvale (Utah)

SERIES: 10680

3

TITLE: Minutes

DATES: 1909-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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AGENCY: Midvale (Utah)

SERIES: 10680

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Midvale (Utah)

SERIES: 10682

3

TITLE: Ordinances

DATES: 1909-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 08/21/1992

FORMAT MANAGEMENT:

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AGENCY: Midvale (Utah)

SERIES: 10682

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Midvale (Utah)

SERIES: 14132

3

TITLE: Planning Commission minutes

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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APPRAISAL:

AGENCY: Midvale (Utah)

SERIES: 14132

TITLE: Planning Commission minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Midvale (Utah)

SERIES: 14133

3

TITLE: Scrapbooks

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain a chronological record of the city. They include photographs, newspaper clippings and other items pertaining to the activities, actions, and reactions of citizens. Usually filed chronologically by calendar year, then by date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 06/23/1994

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APPRAISAL:

PRIMARY CLASSIFICATION:

Public